



CITY OF  
**ELIZABETH CITY**  
HARBOR OF HOSPITALITY *North Carolina*

**TO:** Mayor and Members of the City Council  
**FROM:** City of Elizabeth City  
**REF:** Elizabeth City's Weekly FYI ~ August 19, 2022  
**COPY:** Email Distribution

**Community Development:**

The Community Development Department has been hard at work for the past eight weeks reviewing new commercial developments. Currently under the planning division's review are the following projects for new construction:

- **SP 03-22**, submitted by Landmark Engineering and Environmental, PC on behalf of Freedom Baptist Ministries for the development of a 13,308 sf church with 240 seats to be located at 957 Body Road. The property is zoned R-15, residential.
- **SP 04-22**, submitted by Eastern Carolina Construction on behalf of Hockmeyer Equipment Corp. for the expansion of their building located at 6 Kitty Hawk Lane. The applicant is proposing to expand the manufacturing area of the existing building by 38,000 sf with an additional parking lot of approximately 50 parking spaces.
- **SP 05-22**, submitted by Embree Development Group, Inc. for the construction of a new 12,000 square foot pet supply retail store (Petco) to be located at 117 Tanglewood Parkway, adjacent to the Murphy Oil site. The site is zoned General Business (GB) and is located within the Halstead Boulevard Extension Overlay District.
- **SP 06-22**, submitted by Halstead Apartments NC, LLC for the construction of 8 apartment buildings, totaling 168 units. This property is a part of the Stockbridge neighborhood (Parcel ID: 7993 855359) and is zoned R-6, residential, and is included in the Halstead Blvd Extension Overlay District. In addition to the apartments, the site plan also includes a variety of amenities including a 5,400 sf clubhouse, a pool, 18 garage

bays, and a dog park. A stormwater management report has been included with the submittal documents.

- **SP 07-22**, submitted by TNV Capital LLC for the construction of a new 2,500 sf Starbucks to be located at 1313 W Ehringhaus Street, which is an outparcel in front of Southgate Mall. This development also includes an outdoor sitting area.
- **SP 08-22**, submitted by KCI Associates of NC, PA for the property located in the north east corner of Halstead Blvd Extension and Mt. Everest Drive North (Parcel ID: 7993 972938) to construct a 5,154 convenience store and gas station (Royal Farms) and a detached 1,248 sf car wash. According to the site plan, the project would be a total of 1.96 acres of impervious surface area. This site is including in the Halstead Blvd Extension Overlay District and has been most recently annexed into the City, as well as rezoned to General Business (GB). A stormwater management report has been included with the submittal documents.
- **SP 09-22**, submitted by 2Z Development, LLC for the property located at 3815 Conlon Way for the construction of a 3,570 sf medical office/urgent care. The property is located in the Halstead Blvd Extension Overlay District and has a current zoning of General Business (GB).

Staff is anticipating the approval of majority of these projects in the next couple of weeks as we wait on state permits and departmental approvals.

### **Finance / Customer Service Department:**

The City of Elizabeth City's satellite office located at 407 S. Griffin Street will be permanently closed effective August 31, 2022. The Customer Service Department has transitioned to one location that will be available to continue to provide service and assist our customers. The main utility bill payment office located at 306 E. Colonial Avenue and drive-thru window are open for business Monday through Friday from 8:00 a.m. until 5:00 p.m. In addition to paying in person, we continue to offer alternate options for paying your utility bills such as on-line via our website, over-the-phone, bank draft, and the outdoor Kiosk located in lane three of the drive-thru. Additionally, the City has decided to terminate our contract with the after-hours telephone service, TASCOCO effective August 31, 2022. We have updated our phone system to a new version to help with the influx of phone calls. The new system will have a voicemail option for customers to leave a message if no one is available to take the call. It will also provide an emergency after-hours option for the following departments: Electric, Water, Streets, and reconnection services. We believe that with the additional

staff and the newly updated phone system, the utility billing department will be well equipped to assist and provide service to our customers, whether on the phones or in person.

### **Fire Department:**

This Saturday, in partnership with the Compress & Shock Foundation, the Elizabeth City Fire Department (ECFD) will be hosting Community Cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) training. Each year an estimated 350,000 people suffer from an out-of-hospital sudden cardiac arrest and of those, there is a less than 10% survival rate. The Compress & Shock Foundation is a non-profit organization developed and comprised by Emergency Physicians whose mission is to teach the skills of quality chest compressions and early use of an AED to everyone. The ECFD has received an overwhelming response from the community with currently a 100 participants registered. This event is at no cost to the ECFD and is a free event for anyone wanting to learn the basic skills to help save a life. Training will be held from 9:30 a.m. until 11:00 a.m. at the Fountain of Life Church located at 1107 US HWY 17 South, Elizabeth City.

### **Human Resources Department:**

Tuesday, the Human Resources Team sponsored a Lunch N Learn Session on Financial Freedom at the Elizabeth City Parks and Recreation Department. A total of 46 City employees and three City Councilmembers participated in one of the sessions during their designated lunch time. All employees who attended one of the two sessions were provided a delicious lunch. We had a LearnLux Financial Planner who was able to walk everyone through the ins and outs of financial planning. The purpose of the Financial Freedom Seminar is to examine whether your dream is to support yourself financially, live without debt, retire comfortably, own your own home, travel the world, or just find a way to pay your bills on time each month, but the first step is to make a PLAN. Staff appreciates the City's HR "Fund Your Future" events for continuing to focus on different Financial platforms to keep employees well informed.

### **Parks and Recreation:**

Parks and Recreation is busy preparing for their Fall and Winter programming. So many awesome programs are available! Our fall sport leagues will kick off in September. We are offering Tee ball, Baseball, Soccer, as well as fitness classes for ages 15 and up. Fitness classes include High-intensity interval training (H.I.I.T), Yoga and Pilates. Can you believe the annual Christmas parade is only 108 days away? This year's Christmas parade theme will be "Christmas Around the World". More information about holiday events and parade registration will be coming soon.

**Police Department:**

It has been a busy time for the Elizabeth City Police Department! The past week and a half, we have had many opportunities to connect with our community members, as well as work on teambuilding within the department. Here are just a few of the things we accomplished within the community, and as a police family:

Last Saturday, the Elizabeth City Police Department's Police Athletic League (PAL) held a community service event in the Renaissance Commons area of the City. PAL mentees and mentors assisted in cleaning up and lending a hand to help the seniors who reside in this community. During this time of giving back to the community, there were also great conversations. This is just one way to listen to the needs of our citizens, and to also continue to focus on building positive relationships between mentees, mentors, and our seniors. It was great day and our members were honored to help out in this way.



On Tuesday, members of the Elizabeth City Police Department's Special Response Team (SRT) participated in their required monthly training. During this on-the-job training, SRT members practiced house entries, searching a structure and participated in several firearm drills while at the shooting range. The Elizabeth City Police Department is committed to providing the highest level of training of its members to ensure we are in accordance with our policy-structure-law guidelines as well as provide effective and professional services to the community we serve.



On Wednesday, the Elizabeth City Police Department in partnership with Montero's Restaurant, hosted a Senior Bingo event. Community Police Officer

Jim Bray took the lead in organizing this fun activity with our senior members. This highly competitive, but full of comradery event was an opportunity for the senior members of the community to come together with law enforcement and win nice prizes ~ but only if they yell, *BINGO!*



The Elizabeth City Police Department welcomed Interim Chief of Police J. Phillip "Phil" Webster as the department's newest member this past week. Interim Chief Webster hit the ground running after first being introduced to staff on Tuesday, August 9<sup>th</sup>. During his first week on the job, Interim Chief



Webster reviewed and approved routine budgetary requests, attended several executive meetings, met with a local business partner, attended a back-to-school event that involved a dance off, participated in a "Lunch and Learn" event with fellow City staff members, and accepted two speaking engagements. In Interim Police Chief Webster's 28 years of experience in the law enforcement profession, with the last seven of those serving as Chief of Police, he has always welcomed the idea of an "open-door" policy. He believes it is very important to listen and receive the ideas, thoughts, and constructive criticism of the members who

serve. Interim Police Chief Webster is very appreciative to be given this opportunity to serve the City of Elizabeth City and all of the citizens who live, work, and relax in this great city. Interim Police Chief Webster's vision of moving the Department forward in the next few months will continue to reflect the Department's guiding core values; which are Professionalism, Respect, Integrity, Fairness, Honesty, and Responsibility. He promises to do his best to empower the members of the Elizabeth City Police Department; and he is especially excited to bring his experiences and knowledge to the collective table as the agency embarks into a new season together.

**Public Utilities:**

The Water Treatment Plant began its Chlorine Conversion on **August 1, 2022-August 31, 2022**. The City of Elizabeth City will convert from Chloramines to Free Chlorine. This is a standard water treatment practice to keep water mains clean and free of potentially harmful bacteria throughout the year.



The Public Utilities Department has several trucks down, which is causing delays in weekly pickups such as bulk, limbs, leaves, yard waste, etc. We apologize for any inconvenience that this may cause. We are working diligently to resolve this issue as quickly as possible.



Bulk trash pick-up is intended for the occasional collection of large items, such as a sofa, chair, mattresses, carpet, appliances, etc. Do not mix other waste in the same pile as your bulky items such as limbs, yard waste, or recyclables. They will not be collected.

**To schedule a bulk pick-up, please contact Public Utilities Department at 252-337-6628. Bulk items will be picked up on Fridays, and must be scheduled by 3:30 p.m. on Thursday. Please place bulk items at the curb by 8:00 a.m.** Any items that are not out when the truck passes, will not be collected until the following Friday. Any waste generated by a contractor must be removed and disposed by the contractor or paid person.

Southern Corrosion has begun painting the water tower outside of City Hall. This project is expected to take 30-45 days. The Public Utilities Department has requested no parking around the water tower during this time. We apologize for any inconvenience this may cause and thank you for your patience.



Providence Road is the only route into and out of the Oxford Heights neighborhood, and the road includes an aged bridge crossing over a Knobbs Creek tributary. The bridge was built in 1957 and has long needed replacement. Its deterioration only worsened after Hurricane Matthew in 2016. In response to that storm, the state provided the Golden LEAF Foundation with disaster recovery funds to help with the replacement / repairing of the bridge.



The Public Utilities Department would like to welcome Tywan Springs, Construction Technician Trainee to the Water & Sewer Division.



Last week, the Public Utilities Department had the pleasure of assisting returning Elizabeth City State University students move back into their dormitories for the start of their new school year. It was an honor and a pleasure for the department to give back to the community and assist where they can. The Public Utilities Department would like to wish everyone a fun and prosperous new school year!



### **Upcoming Events:**

The City Council will meet in Work and Regular Session on Monday, August 22, 2022 beginning at 5:30 p.m. The Regular Session meeting beginning at 7:00 p.m. will be live-streamed on local Channel 11 as well as the City's website.

On September 1, 2022, Councilmembers from the Third Ward will be hosting a Town Hall Meeting in Council Chambers located at 306 E Colonial Avenue, Elizabeth City from 5:15 p.m. to 7:15 p.m. Your hosts for this event will be Mayor Pro Tem Spence and Councilwoman Katherine Felton.

COME MEET YOUR 3RD WARD COUNCIL  
MEMBERS

MAYOR PRO TEM  
KEM SPENCE

COUNCILWOMAN  
KATHERINE FELTON

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# 3RD WARD TOWN HALL MEETING

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SEPTEMBER 1ST, 2022 | 5:15PM  
ELIZABETH CITY COUNCIL CHAMBERS